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ABSTRACT

Employment opportunities as a field examiner for the National Labor Relations Board are described in this pamphlet. The job, training, qualifications, salary, locations, benefits, and employment policies are outlined briefly. A list of field offices and the address for application forms are included. (MS)

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NATIONAL LABOR RELATIONS BOARD

A CAREER IN LABOR-MANAGEMENT RELATIONS AS A Field Examiner

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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YOUR FIRST JOB

Your choice of a career is undoubtedly one of the most important decisions you will make in a lifetime.

If your concept of what a career should be includes the assurance that you will—

1. Make a worthwhile and important contribution to one of the most vital activities of your Government . . .

2. Advance according to your individual ability with no limit on how far you can go . . .

3. Join able and dedicated professionals in performing challenging, interesting, important, and highly specialized work . . .

4. Achieve a comfortable standard of living for yourself and your family . . .

. . . you would be wise to consider a career with the NATIONAL LABOR RELATIONS BOARD.

ABOUT THE
NATIONAL LABOR RELATIONS BOARD

Since 1935, when Congress established it as an independent Federal Agency to administer the National Labor Relations Act, the NLRB has protected the public interest by promoting industrial peace. It accomplishes its objectives by encouraging collective bargaining between representatives of employees and employers and by protecting the right of employees to organize into groups of their own choosing.

Basically, the NLRB has two functions:

(1) to prevent and remedy unfair labor practices, whether committed by labor organizations or employers, and

(2) to establish, usually by secret ballot elections, whether or not certain groups of employees wish to be represented by labor organizations for collective-bargaining purposes.

The NLRB is organized into two major parts: the five-member Board itself, which has its own staff, and the Office of the General Counsel.

The Board Members and the General Counsel are appointed by the President with the consent of the Senate. Their offices are located in Washington, D.C. In addition, the Agency maintains field offices in major cities across the nation. A map showing these offices and their areas of jurisdiction is shown on pages 12 and 13.

Agency authority is divided by law. The Board acts primarily as a quasi-judicial body in deciding cases upon formal records. The General Counsel is responsible for the investigation and processing of cases including their prosecution in the courts. The General Counsel also has general supervision over the Agency's field offices. It is with him and his staff that the public has the most contact.

WHAT THE AGENCY NEEDS

To meet its responsibilities successfully, the National Labor Relations Board needs astute, intelligent men and women to:

(1) contact the parties involved in a labor relations controversy and carry through an investigation of the facts to a conclusion;

(2) act on requests for certification of representatives for collective-bargaining purposes. This may involve the setting up and conducting of hearings in order to get the facts pertaining to cases and, if appropriate, arranging for and conducting secret ballot elections among the employees concerned.

THE FIELD EXAMINER'S JOB

Labor-Management relations examiners (Field Examiners) carry out the bulk of the investigative and election work of the Agency. Their task is an exciting and exacting one. They must gather and analyze facts pertinent to their assigned cases, many of which make headlines across the nation. To accomplish this, they must meet and talk with employees and their foremen or supervisors; shop stewards, business agents, and other labor union officials; personnel officers, directors of industrial relations, and other officers of business and industrial enterprises; and attorneys representing both labor and management.

The Field Examiner evaluates the merits of each case, determines possible remedies, and then negotiates formally or informally, or both, with the parties concerned to obtain voluntary agreement or adjustment, as appropriate. He also recommends further action when that becomes necessary, and dismissal of cases found to be without merit.

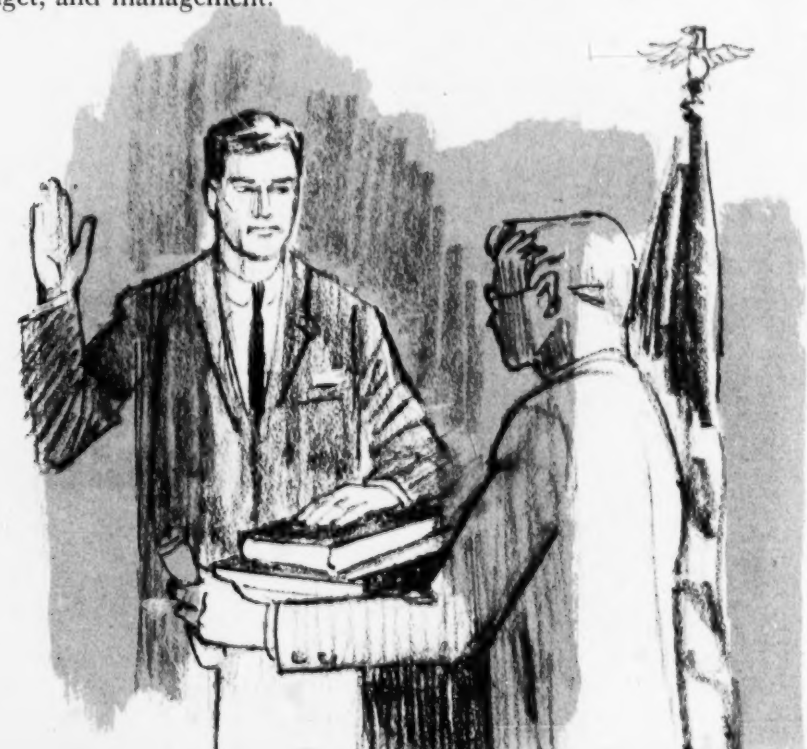
Field Examiners arrange and conduct elections among groups of employees (ranging in size from two to several thousand) to determine whether or not they wish to be represented by a labor organization for the purpose of bargaining collectively with their employer. Additionally, they are called upon to serve as Hearing Officers in disputed representation cases, taking testimony and, like a judge in a court of law, applying the rules of evidence regarding its admission.

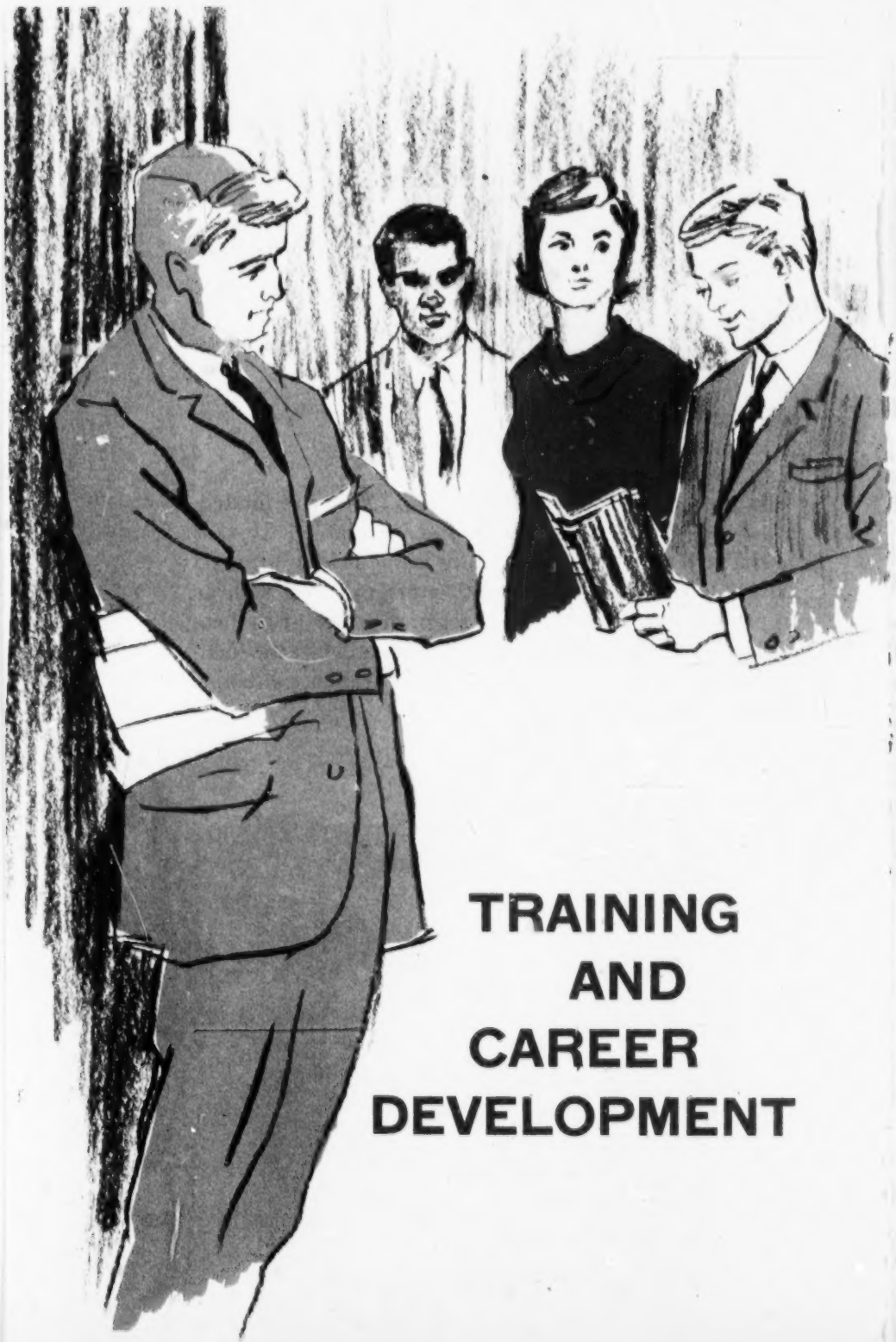
The Field Examiner must do all of these things while inspiring confidence in the soundness of his judgment and respect for his impartiality. This requires a person who is independent and resourceful, and who has the ability to deal tactfully with people who usually feel aggrieved and

are frequently belligerent. Finally, the Field Examiner must make calm, sober determinations in situations which are often volatile and sometimes trying.

MANAGEMENT INTERNS

Intern positions in our Washington Office are limited. However, several intern positions are available each year in the field offices. While interns in the field are treated basically as Field Examiners, they are provided with an approved, specialized training program which gives them wide exposure to the work of the Agency and lays the foundation for careers in operations, administration, personnel, budget, and management.





TRAINING AND CAREER DEVELOPMENT

When you report for work, you will be assigned to a supervisor who, by means of informal discussions and assigned readings, will give you a working knowledge of applicable state and Federal laws relating to labor relations. You will start developing an awareness of how these laws are brought to life and implemented by means of Agency procedures and court decisions.

The industrial makeup of the geographic area in which you will be working will be explained to you. This will include the types of industries and labor organizations that predominate and some idea of how they interact with each other.

You will accompany experienced agents into the field both to observe and to assist in the processing of cases. As your skills develop over the weeks, you will take on more and more responsibility and, as soon as you are able, will "go it alone" with your own cases.

In addition to individual training, Regional Offices often conduct formal training programs for all professional employees. These consist of meetings in which experts in various aspects of the Agency's work give instruction and advice on case-handling techniques. These sessions give both unseasoned and experienced employees an opportunity to sharpen their skills, keep abreast of new developments, and enhance their ability to accept positions of greater responsibility.

The Agency also conducts area and national conferences of professional personnel, exchange programs, and a career planning and executive development program, and participates in training institutes and conferences conducted by other Government agencies, private associations, and educational institutions.

Agency policy is to help employees develop to their fullest capacity as quickly as possible, from the standpoint of both productivity and earning power.

FIELD EXAMINER QUALIFICATIONS

One may qualify through work experience in labor-management relations or a closely related field, or through undergraduate study successfully completed in a college of recognized standing which included the equivalent of at least 24 semester hours in one or a combination of subjects such as labor relations, industrial relations, personnel administration, business administration, economics, labor economics, labor law, political science, accounting, or law. In addition, one may qualify on the basis of a combination of work experience and educational background. In any case, an applicant's work experience or educational qualifications or both will be evaluated by the U.S. Civil Service Commission to determine his rating and his entrance grade level.

Because our work requires meeting the public at all levels and dealing with the parties involved in situations that are often tense and emotionally charged, personal characteristics are very important. For this reason, personal interviews are required of all applicants.

STARTING SALARY AND PROMOTIONAL OPPORTUNITIES

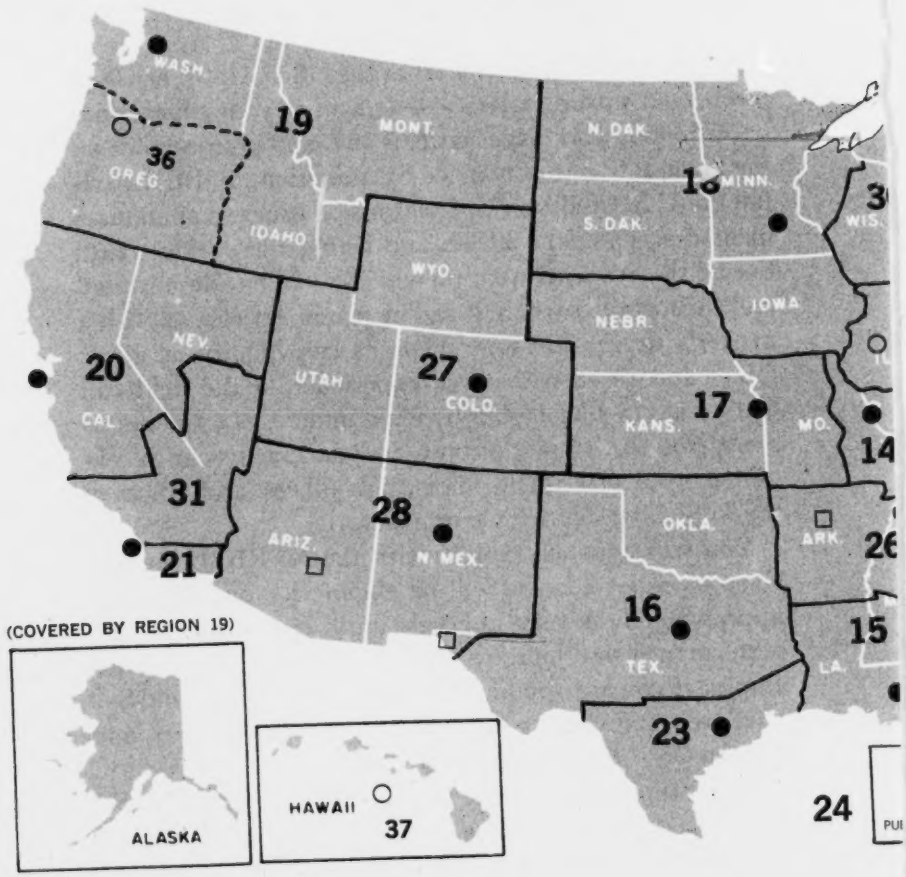
Most Field Examiners start at the GS–5, GS–7, or GS–9 level. Your starting salary will depend on your educational background, work experience, if any, and performance on the Federal Service Entrance Examination (FSEE). Each fall the U.S. Civil Service Commission issues an announcement describing the FSEE and listing the various dates during the academic year on which it will be administered and the locations where it can be taken. Applicants with a master's degree in labor relations can qualify at grade GS–9 and those with work experience in the field can qualify at GS–9 or high[er] by filing under CSC Announcement No. 413. Copies of both announcements can be obtained from placement offices, post offices, and offices of the U.S. Civil Service Commission.

You will advance rapidly with the NLRB. If you develop as expected, you will be eligible for promotions at approximately 1-year intervals until you reach the full performance or "journeyman" level of GS–12. For example: if you are appointed at GS–7, you will go to GS–9 after your first year, to GS–11 after your second year, and then to GS–12 after your third year.

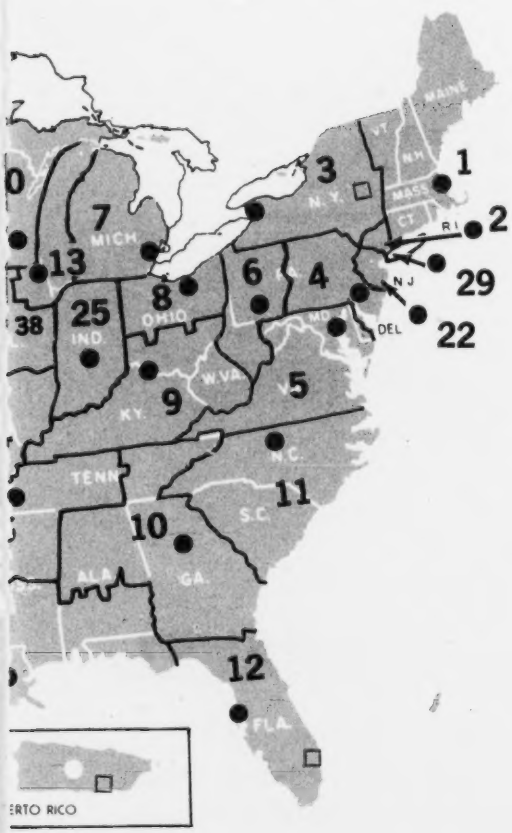
Opportunities above the GS–12 level are plentiful. For instance, you may become an expert Field Examiner at GS–13 or go into supervisory, administrative, or management positions at the same or higher levels. Each Regional Office has an Assistant to the Regional Director who is in grade GS–14, a Senior Examiner Coordinator who is in grade GS–14, and a Regional Director who is in grade GS–16. Field Examiners are eligible for and can progress to all of these positions.

Current salaries are shown on the inside of the back cover.

WHERE THE JOBS ARE...



The Agency has approximately 2,300 employees. About 1,500 of these are located in Regional, Subregional, and Resident Offices in major cities across the country. The map above shows the offices and their respective jurisdictional areas. Their addresses are listed on pages 19 and 20. Your location preferences will be taken into ac-



● REGIONAL OFFICES:
1 BOSTON
2 NEW YORK
3 BUFFALO
4 PHILADELPHIA
5 BALTIMORE
6 PITTSBURGH
7 DETROIT
8 CLEVELAND
9 CINCINNATI
10 ATLANTA
11 WINSTON-SALEM
12 TAMPA
13 CHICAGO
14 ST. LOUIS
15 NEW ORLEANS
16 FT. WORTH
17 KANSAS CITY
18 MINNEAPOLIS
19 SEATTLE
20 SAN FRANCISCO
21 LOS ANGELES
22 NEWARK
23 HOUSTON
24 SANTURCE
25 INDIANAPOLIS
26 MEMPHIS
27 DENVER
28 ALBUQUERQUE
29 BROOKLYN
30 MILWAUKEE
31 LOS ANGELES

○ SUBREGIONAL OFFICES:
36 PORTLAND
37 HONOLULU
38 PEORIA

□ RESIDENT OFFICES:
ALBANY
BIRMINGHAM
EL PASO
JACKSONVILLE
LITTLE ROCK
MIAMI
NASHVILLE
PHOENIX

BOUNDARY LINES:
BLACK—REGIONAL
BROKEN BLACK—SUB REG.
WHITE—STATE

count during the evaluation of your application. If you are offered an appointment it will be for a specific office, although you may be given a choice of several offices. In any event, before you accept a job, you will know exactly where it will be.

TRAVEL

As a Field Examiner you will visit the homes, offices, and workplaces of the persons involved in your cases. Consequently, you will be called upon frequently to travel within the regional boundaries of the office to which you are assigned, and sometimes your cases or special assignments may take you into other regions. Some offices cover only a few counties, while others have jurisdiction over several States. Of course, travel and subsistence expenses are paid by the Government.

EXTRA BENEFITS

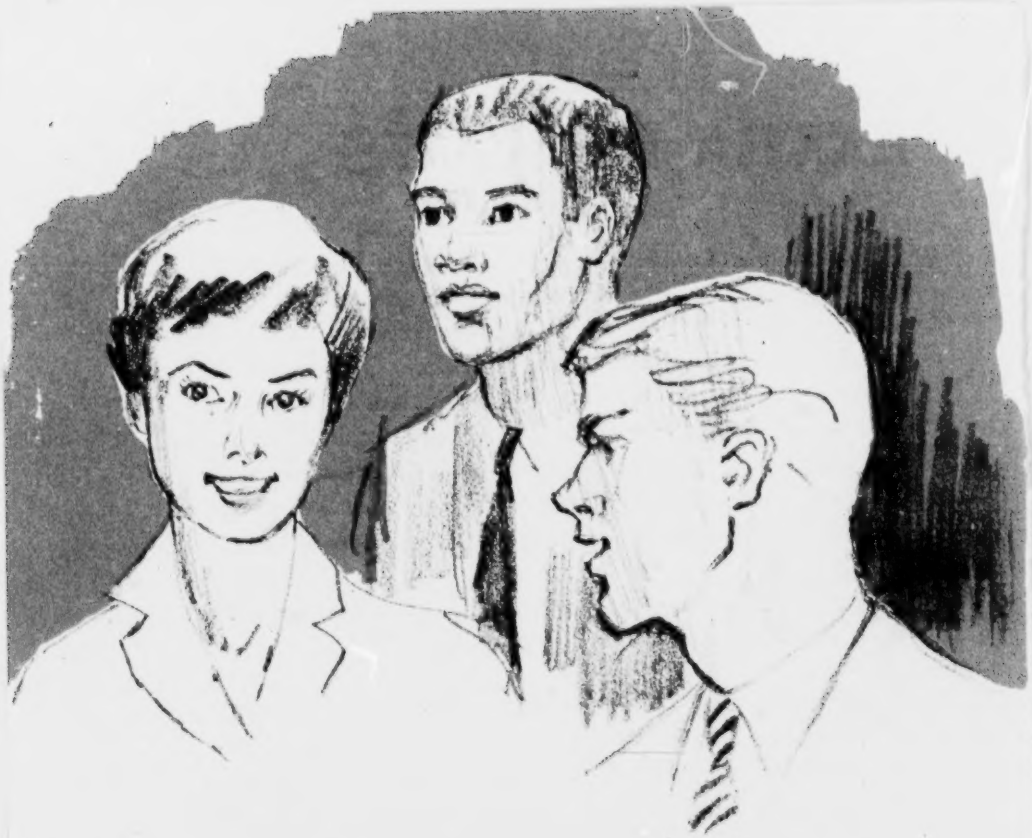
Vacation and Leave. Paid annual leave for vacations and other personal use increases as your government service increases, starting with 13 working days per year for employees with less than 3 years' service. This increases to 20 working days per year, the equivalent of a 4-week paid vacation after the third year of government service, and increases again to 26 working days for those with 15 or more years. Time spent in the military service counts toward the service requirement for leave purposes.

Holidays. Employees are granted 9 paid holidays each year.

Sick Leave. The 13 days of sick leave that you earn each year accumulate without limit when not used and protect you from loss of salary due to illness. Annual leave may also be used for illnesses. After a few years of service, you will have earned and should accrue enough leave to ensure that you are protected from a loss in pay during an illness of several months.

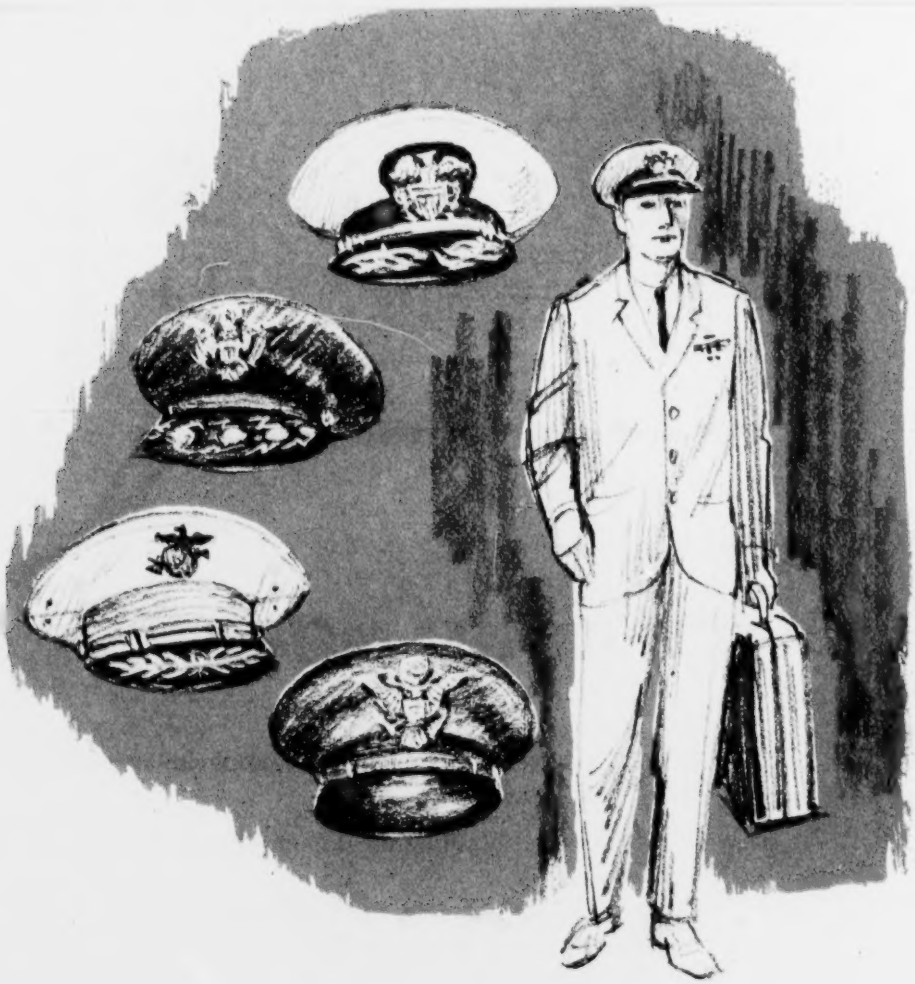
Insurance. You will have the opportunity to participate in a variety of group hospitalization, surgical, and life insurance plans in which the Agency shares the cost. Liberal financial protection, without cost, is also provided for you and your family in the event of a job-connected injury or death.

Retirement. In the Federal Civil Service you will be covered by a model retirement program which provides a liberal life annuity based primarily on average salary and length of service. Employees under this program are eligible for optional retirement at age 55 if they have 30 years of service.



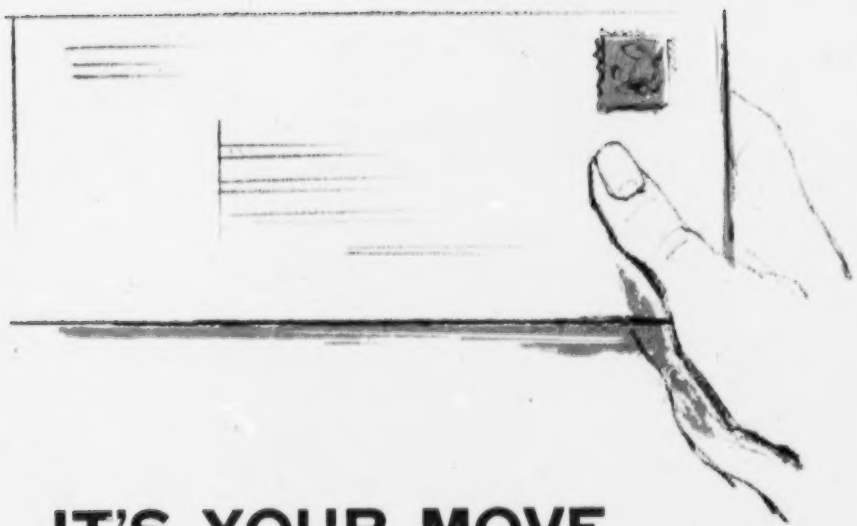
EMPLOYMENT POLICY

Field Examiners are under a competitive civil service system which prohibits political consideration of any kind in your selection for appointment or in your future advancement or retention with the Agency. Your selection for employment and future career will be free from the influence of extraneous considerations such as race, religion, national origin, nepotism, employee union or fraternal affiliation, and personal or partisan sponsorship. Women and men are considered for these positions on an equal basis.



MILITARY SERVICE

Your entry into the Armed Forces will result in a minimum interruption of your career. Your job will be waiting for you when you are released from active duty. If you are a member of a military reserve unit and must attend annual training, you will receive up to 15 days of military leave with full pay.



IT'S YOUR MOVE

If you are interested in applying for employment with the NLRB, you should . . .

(1) Write to Washington for application forms. The address is:

Executive Assistant to the General Counsel
National Labor Relations Board
1717 Pennsylvania Avenue NW.
Washington, D.C. 20570

(2) Sign up for an interview with the NLRB recruiter who visits your campus or contact the Agency office most convenient for you and arrange for an interview there.

(3) Talk to the people who know! Discuss the NLRB with faculty members—especially those who teach courses in industrial and labor relations, labor economics, and labor law. Many of them used to work for the Agency.

FIELD OFFICE DIRECTORY

Regional and Subregional Offices

1. Boston, Mass. 02114, 7th Floor, Bulfinch Bldg., 15 New Chardon St. *Telephone:* (617) 223–3300.
Director: Robert S. Fuchs
Regional Attorney: Harold M. Kowal.

2. New York, N.Y. 10007, 36th Floor, Federal Bldg., 26 Federal Plaza; *Telephone:* (212) 264–0300.
Director: Sidney Danielson
Regional Attorney: Winifred Morio.

3. Buffalo, N.Y. 14202, 9th Floor, Federal Bldg., 111 W. Huron St.; *Telephone:* (716) 842–3100.
Director: Thomas W. Seeler
Regional Attorney: Thomas H. Ramsey.

4. Philadelphia, Pa. 19107, 1700 Bankers Securities Bldg., Walnut & Juniper Sts.; *Telephone:* (215) 597–7601
Director: Bernard L. Samoff
Regional Attorney: Leonard Leventhal.

5. Baltimore, Md. 21201, Federal Bldg., Rm. 1019, Charles Center; *Telephone:* (301) 962–2822.
Director: William C. Humphrey
Regional Attorney: Charles B. Slaughter.

6. Pittsburgh, Pa. 15222, 1536 Federal Bldg., 1000 Liberty Ave.; *Telephone:* (412) 644–2977.
Director: Henry Shore
Regional Attorney: Edward A. Grupp.

7. Detroit, Mich. 48226, 500 Book Bldg., 1249 Washington Blvd.; *Telephone:* (313) 226–3200.
Director: Bernard Gottfried
Regional Attorney: Vacancy

8. Cleveland, Ohio 44199, 1695 Federal Office Bldg., 1240 E. 9th St.; *Telephone:* (216) 522–3715.
Director: Vacancy
Regional Attorney: Carroll L. Martin.

9. Cincinnati, Ohio 45202, Rm. 2407, Federal Office Bldg., 550 Main St.; *Telephone:* (513) 684–3686.
Director: John C. Getreu
Regional Attorney: Emil C. Farkas.

10. Atlanta, Ga. 30308, Rm. 701, Peachtree Bldg., 730 Peachtree St. NE.; *Telephone:* (404) 526–5760.
Director: Walter C. Phillips
Regional Attorney: William J. Rains.

11. Winston-Salem, N.C. 27101, 1624 Wachovia Bldg., 301 N. Main St.; *Telephone:* (919) 723–9211, Ext. 300.
Director: Reed Johnston
Regional Attorney: Hugh F. Malone.

12. Tampa, Fla. 33602, Rm. 706, Federal Office Bldg., 500 Zack St.; *Telephone:* (813) 228–7711, Ext. 227.
Director: Harold A. Boire
Regional Attorney: Joseph V. Moran.

13. Chicago, Ill. 60604, Rm. 881, Everett McKinley Dirksen Bldg., 219 S. Dearborn St.; *Telephone:* (312) 353–7572.
Director: Ross M. Madden
Regional Attorney: William J. Cavers.

38. (Subregion) Peoria, Ill. 61602, Savings Ctr. Tower, 10th Floor, 411 Hamilton Blvd.; *Telephone:* (309) 673–9061, Ext. 282.
Officer-in-Charge: Raymond A. Jacobson.

14. St. Louis, Mo. 63101, Rm. 448, 210 N. 12th Blvd.; *Telephone:* (314) 622–4167.
Director: Joseph E. Solien
Regional Attorney: Gerard Fleischut.

15. New Orleans, La. 70113, Suite 2700, Plaza Tower, 1001 Howard Ave.; *Telephone:* (504) 527–6361.
Director: Charles M. Paschal, Jr.
Regional Attorney: Vacancy

16. Fort Worth, Tex. 76102, Rm. 8A24, Federal Office Bldg., 819 Taylor St.; *Telephone:* (817) 334–2921.
Director: Elmer P. Davis
Regional Attorney: William E. Youngblood.

17. Kansas City, Kans. 66101, 616 Two Gateway Center, Fourth at State; *Telephone:* (816) 374–4518
Director: Thomas C. Hendrix
Regional Attorney: Harry Irwig.

18. Minneapolis, Minn. 55401, 316 Federal Bldg., 110 S. 4th St.; *Telephone:* (612) 725–2611.
Director: Robert J. Wilson
Regional Attorney: Max Rotenberg.

19. Seattle, Wash. 98101, 10th Floor, Republic Bldg., 1511 Third Ave.; *Telephone:* (206) 583–4532.
Director: Charles M. Henderson
Regional Attorney: Robert E. Tillman

36. (Subregion) Portland, Oreg. 97205, 310 Six Ten Broadway Bldg., 610 SW. Broadway; *Telephone:* (503) 226–3361, Ext. 1431.
Officer-in-Charge: Edward G. Strumps.

20. San Francisco, Calif. 94102, 13018 Federal Bldg., 450 Golden Gate Ave., Box 36047; *Telephone:* (415) 556–3197.
Director: Roy O. Hoffman
Regional Attorney: William J. Pannier.

37. (Subregion) Honolulu, Hawaii 96814, Suite 308, 1311 Kapiolani Blvd.; *Telephone:* (808) 546–5797.
Officer-in-Charge: Dennis R. MacCarthy.

21. Los Angeles, Calif. 90014, Eastern Columbia Bldg., 849 S. Broadway; *Telephone:* (213) 688–5200.
Director: Wilford W. Johansen
Regional Attorney: Daniel J. Harrington.

22. Newark, N.J. 07102, 16th Floor, Federal Bldg., 970 Broad St.; *Telephone:* (201) 645–2100.
Director: John J. Cuneo
Regional Attorney: Bernard L. Balicer.

23. Houston, Tex. 77002, Dallas-Brazos Bldg., 1125 Brazos St.; *Telephone:* (713) 226–4296.
Director: Louis V. Baldovin, Jr.
Regional Attorney: Arthur S. Safos.

24. Hato Rey, P.R. 00919, 7th Floor, Pan Am Bldg., P.O. Box UU, 255 Ponce de Leon Ave.; *Telephone:* (809) 765–0404.
Director: Raymond J. Compton
Regional Attorney: Martin Arlook.

25. Indianapolis, Ind. 46204, 614 ISTA Center, 150 W. Market St.; *Telephone:* (317) 633–8921.
Director: William T. Little
Regional Attorney: George M. Dick.

26. Memphis, Tenn. 38103, Rm. 746, Clifford Davis Federal Bldg., 167 N. Main St.; *Telephone:* (901) 534–3161.
Director: John J. A. Reynolds, Jr.
Regional Attorney: John F. Harrington.

27. Denver, Colo. 80202, Rm. 260, U.S. Custom House, 721 19th St.; *Telephone:* (303) 297–3551.
Director: Francis Sperandeo
Regional Attorney: W. Bruce Gillis, Jr.

28. Albuquerque, N. Mex. 87101, 7011 Federal Bldg. & U.S. Courthouse, 500 Gold Ave. SW.; *Telephone:* (505) 843–2508.
Director: Milo Price
Regional Attorney: James W. Mast.

29. Brooklyn, N.Y. 11201, 4th Floor, 16 Court St.; *Telephone:* (212) 596–3535.
Director: Samuel M. Kaynard
Regional Attorney: Harold L. Richman.

30. Milwaukee, Wis. 53203, 2d Floor, Commerce Bldg., 744 N. 4th St.; *Telephone:* (414) 272–8600, Ext. 3861.
Director: George F. Squillacote
Regional Attorney: Joseph Szabo.

31. Los Angeles, Calif. 90024, Rm. 12100, Federal Bldg., 11000 Wilshire Blvd.; *Telephone:* (213) 824–7351.
Director: Abraham Siegel
Regional Attorney: Roger W. Goubeaux

Resident Offices

3. Albany, N.Y. 12207, 11th Floor, Standard Bldg., 112 State St.; *Telephone:* (518) 472–2215.
Resident Officer: John M. Shea, Jr.

5. Washington, D.C. 20570, 1901 Pennsylvania Ave. NW., Rm. 402; *Telephone:* (202) 254–9470.
Resident Officer: Donald J. Salins

10. Birmingham, Ala. 35203, 2102 City Federal Bldg., 2026 2d Ave. N.; *Telephone:* (205) 325–3877.
Resident Officer: Donald E. Howard.

12. Jacksonville, Fla. 32202, Federal Bldg., 400 W. Bay St.; *Telephone:* (904) 791–2168.
Resident Officer: Peter E. Donnelly, Jr.

12. Coral Gables, Fla. 33146, 410 Madruga Bldg., 1570 Madruga Ave.; *Telephone:* (305) 350–5391.
Resident Officer: James L. Jeffers.

26. Little Rock, Ark. 72201, 3511 Federal Bldg., 700 W. Capitol Ave.; *Telephone:* (501) 372–4361, Ext. 5512.
Resident Officer: Carlos L. Moser.

26. Nashville, Tenn. 37203, 403 West End Bldg., 1720 West End Ave.; *Telephone:* (615) 242–8321, Ext. 5922.
Resident Officer: William K. Harvey.

28. El Paso, Tex. 79901, Rm. 1025, The Mills Bldg., 303 N. Oregon; *Telephone:* (915) 533–9351, Ext. 5381.
Resident Officer: Lloyd Porterfield.

28. Phoenix, Ariz. 85013, Rm. 207, Camelback Bldg., 110 W. Camelback Rd.; *Telephone:* (602) 261–3717.
Resident Officer: James W. Cherry, Jr.

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SALARY SCHEDULE

In 1962, the Congress established the principle of salary comparability; that is, that salaries of Federal Government employees should be adjusted to a level comparable to those holding similar positions in the private sector. Federal salary schedules have been increased 8 times in the 11 years since then. Accordingly, you should check with the person who interviews you as to the current salaries. The salary ranges at the time of publication of this brochure were:

GS–5	$7,694	to	$10,007
GS–7	9,520	to	12,373
GS–9	11,614	to	15,097
GS–11	13,996	to	18,190
GS–12	16,682	to	21,686
GS–13	19,700	to	25,613
GS–14	23,088	to	30,018
GS–15	26,898	to	34,971
GS–16	31,203	to	36,000